Docusign Envelope ID: 62C90AC7-19AA-8350-82D2-0A56FEB744F5

Burlington Housing Authority
Minutes from the Regular Board of Commissioner Meeting
September 29, 2026

Call to Order of Regular Meeting

The Regular Meeting of the Board of Commissioners was called to order at 9:04 a.m. on September 29, 2026, via Teams and in person at 65 Main Street, Burlington, Vermont by Board Chair Jane Knodell. The following commissioners were present: Bill Schrecker, Kirby Dunn, Brian Lowe, and Debra Davis (Teams). Also in attendance were Executive Director Steve Murray, Director of Operations Jeff Metcalf, Director of Rental Assistance Stephanie Bixby, Director of Housing Retention Crystal Jones (Teams), Director of Property Management Susan Carp, Director of Human Resources Melissa Farnham (Teams), Chief Financial Officer Nicholas Hibbard, and Controller Eric DeBlasio.

Decker Towers Resident Council President Catherine Foley (Teams) was also in attendance.

1. **Changes to the Agenda**

   No changes were made to the agenda.

2. **Forum: Residents of BHA Properties/General Public**

   Catherine Foley was present and reported all of the following:

   Leadership Changes
   - Bob Collins resigned as Resident Council President due to health concerns.
   - David Foss also resigned from the council due to health issues.
   - Catherine Foley was appointed President through January.
   - Gary Myers was appointed Vice President.

   Catherine Foley will send formal letter documenting Resident Council leadership changes.

   Decker Towers Security Concerns
   - Residents reported increasing drug-related activity involving known individuals and guests associated with nearby properties.
   - Concerns were raised about informal networks forming among problematic individuals.
   - Reports are being compiled and reviewed with property management.
   - Neighborhood Watch recruitment efforts are being expanded before winter.

   Catherine Foley and Gary Myers will meet with William Heinz and Jessa Pecor regarding safety concerns and camera review.

   Continue Neighborhood Watch recruitment and training.

Docusign Envelope ID: 62C90AC7-19AA-8350-82D2-0A56FEB744F5

3. **Resident Council**

   Comments from Resident Councils were discussed during the Forum.

4. **Board Actions**
   a. **August 25, 2026 Regular Meeting Minutes**
      Kirby Dunn made a motion to approve the August 25, 2026 minutes, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

5. **Executive Director Report**

   - Staff responded to a child abduction incident at Bobbin Mill Apartments by assisting law enforcement through camera review.
   - BHA participation at a local fair was considered successful.
   - New BHA newsletter launched with expanded distribution.
   - BHA reaffirmed opposition to voluntarily implementing housing work requirements.
   - Ongoing discussions with HUD regarding drug court housing preferences and Neighborhood Watch support.
   - Begin HUD coordination and compliance steps for elevator grant.
   - Offices were temporarily locked down following a threat against staff.
   - BHA invited to participate in a UVM-led initiative focused on homelessness, drug activity, and public safety.

6. **Consent Agenda**
   a. **Housing Retention**
   b. **Rental Assistance**

      Brian Lowe appreciated the FSS update. Stephanie Bixby was pleased with Sarah Couture's report.

   c. **Property Management**

      - Vacancy rates improved.
      - Operational activity focused on reducing vacancies and speeding unit turnovers.

   d. **Asset Management**
   e. **Building Operations**
   f. **Human Resources**

      Kirby Dunn made a motion to accept the Consent Agenda reports, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

Docusign Envelope ID: 62C90AC7-19AA-8350-82D2-0A56FEB744F5

7. August 2026 Financials

- Discussed turnover costs, contractor utilization, utility monitoring, and HUD administrative fee uncertainty.
- Cybersecurity readiness and future reporting updates were discussed.

Provide cybersecurity updates to the Board.

Brian Lowe made a motion to approve the August 2026 Financials, as presented. Bill Schrecker seconded the motion. There was unanimous approval.

8. Safety & Security Updates – BHA Properties

- Additional security cameras are installed and operational at Detman Place.
- Continued monitoring of security concerns across BHA properties.

9. CY2026 Housing Choice Voucher Funding Update

- Federal funding remains under a continuing resolution through December.
- More than 125 households were pulled from waiting lists.
- Priority remains leasing issued vouchers and preventing housing instability.

10. Grants Discussion

- Board reviewed HRS funding, grant administration, mission alignment, and staffing considerations.
- Future governance and grant expansion discussions are deferred to future meetings.

Include Housing Retention Services feature article in the newsletter.

11. Executive Session – Legal Matters

Jane Knodell invited Steve Murray, Susan Carp, Nick Hibbard, Stephanie Bixby, and Jeff Metcalf to join for the Executive Session to discuss Legal Matters concerning: 37 Elmwood/Howard Center lease; Human Rights Commission lawsuit and other HRC actions involving BHA; and Winooski Housing Authority.

At 10:13 a.m. Kirby Dunn made a motion to enter the Executive Session to discuss Legal Matters. Brian Lowe seconded the motion. There was unanimous approval.

At 10:49 a.m. Kirby Dunn made a motion to exit the Executive Session. Debra Davis seconded the motion. There was unanimous approval.

12. Other Business

- October: Regular business.

Docusign Envelope ID: 62C90AC7-19AA-8350-82D2-0A56FEB744F5

- November: Property evaluation discussion.
- December: Strategic Plan review, 2027 calendar discussion, and HRS governance discussion with possible subcommittee for grants.

There being no other business, Kirby Dunn made a motion to adjourn the meeting at 10:49 a.m. Debra Davis seconded the motion. There was unanimous approval.

DocuSigned by:
Steven Murray
30D266FA8CE94D0...
Secretary